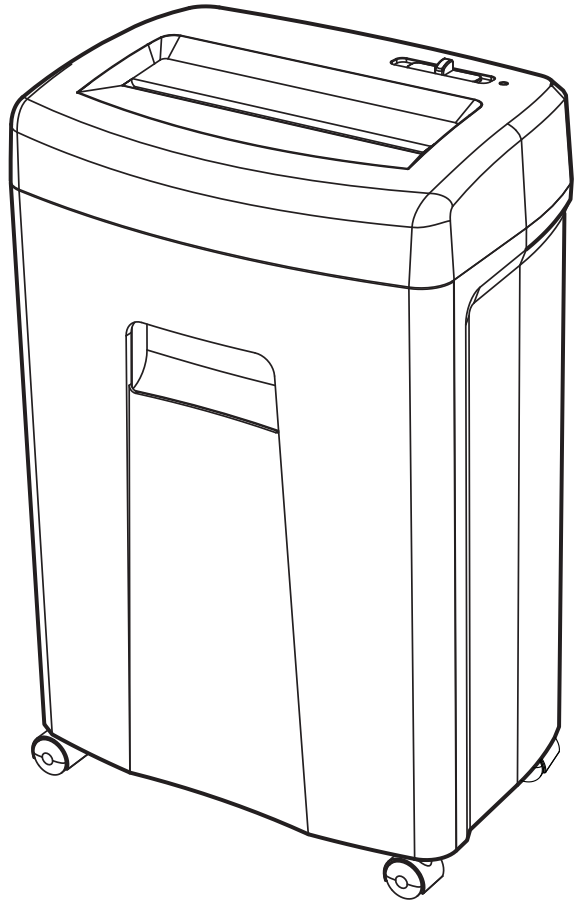
# Instruction Manual

## AmazonBasics 17-sheet Cross-cut Paper/CD/Credit Card Shredder with Pullout Basket

## ASIN# B00FA4MP5O



Customer Service 1-866-216-1072

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## Specifications

| | |
|---|---|
| **Sheet Capacity** | 17 sheets @ 70 gsm* |
| **Cut Size** | 4 x 42 mm |
| **Feed Opening Width** | 220 mm |
| **Run Time from Cold** | 12 min |
| **Duty Cycle** | 9 min on / 60 min off |
| **Voltage** | 120V / 60Hz / 2.5 A |

*Sheet capacity may vary with thickness and type of paper

## Safety First

- **RISK OF FIRE - Serious injury, loss or damage may occur.** Never use any aerosol products, penetrating oils or low viscose oils or lubricants or any other flammable materials in or around the machine as there is a risk this can combust causing serious injury or damage. Only use materials, which are explicitly approved for paper shredders by the manufacturer.
- Ensure the machine is plugged into an easily accessible power outlet.
- Please store this instruction manual in a safe place for future reference.
- Please pay close attention to the safety symbols on the top of the shredder and operate the machine accordingly.
- If the shredder needs cleaning, unplug the unit from the power socket and use a damp cloth. Do not use any cleaning products to clean the unit.
- Do not position the unit near an object that radiates heat.
- Do not place the unit in a damp environment.
- Take care not to splash any liquid onto the machine.
- Return the product and proof of purchase with receipt to Amazon if…
  - The power cable or plug is broken.
  - The shredder doesn't operate despite following the guidelines in the manual.
- Make sure the power cable isn't a trip hazard.
- Please ensure the power supply is compatible with the requirements of the machine (120V / 60Hz).
- To avoid risk of injury, do not open the machine's casing to attempt DIY repair. Any attempted repair or modification by an unqualified person will invalidate the warranty.

  **DO NOT attempt to repair or modify shredder yourself.**

  **KEEP OUT OF REACH OF CHILDREN.**
- Do not shred continuously for more than 9 minutes. When the motor has overheated, do not use the machine for about 60 minutes while the shredder cools down so it can be safely used again.
- This machine is not a toy. Keep away from children and pets.
- For indoor use only.
- Never insert fingers into the entry slot of the shredder.
- Turn the power off immediately if your hair, tie or sleeve becomes entangled in the shredder.
- Empty the shredder bin before or when it is full.
- Do not force down shredded paper in the bin using your feet.



## Please Pay Attention to Hazard Symbols

**Be careful because long hair can become entangled in the cutting head. This could hurt you.**

**Be careful of ties and other loose clothing which could become entangled in the cutting head.**

**Be careful of loose jewelry which could become entangled in the cutting head.**

**Maximum recommended sheet capacity per pass (using 70gsm paper). Actual capacity may vary with thickness of paper inserted, humidity, etc.**

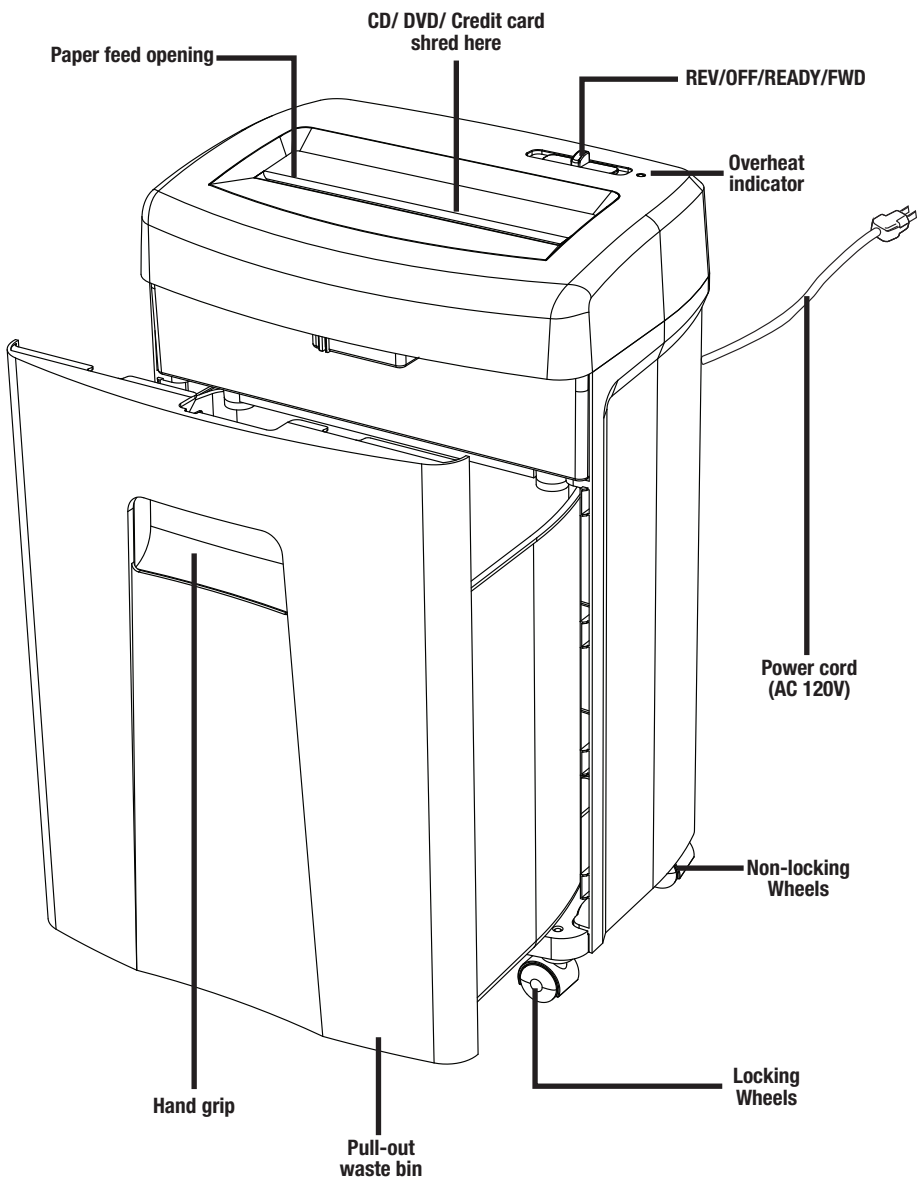
**Don't reach into the feed opening of the cutting head. This could hurt you.**

**Keep children away from shredder.**

**Do not use aerosol sprays anywhere near the unit.**

**Read instructions before use.**

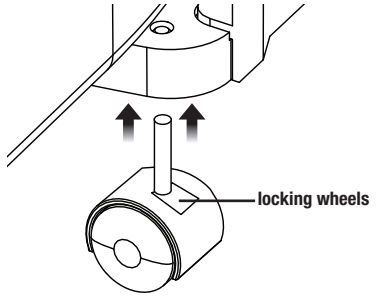
## Shredder diagram




## Installation and operation

NOTE: This shredder includes safety interlocks. If the bin is not fully pushed into the cabinet, the interlocks will not be activated and the unit will not operate.

1. Install casters/wheels (see image).
   Take care to install the two locking wheels in the front.
2. Insert plug into the AC power socket.
3. Push the switch to the "READY" (⏻) position.
4. When not in use, push the switch to off.




## Preparation before use

How to use the shredder correctly:

1. Take care not to insert fingers, ties or other objects into the entry slot of the shredder.
2. Try to avoid laminated materials, plastic bags etc. from being passed through the shredder. These materials can damage the cutters.
3. CDs/credit cards and smaller paper must be inserted to the right.
4. Do not shred more than the stated sheet capacity in one pass.
5. The cutters will stop rotating automatically after finishing shredding when the switch is in the "READY"(⏻) position.
6. Do not use the "REV"(⏮)(reverse) function if it's not necessary. Overuse of the "REV"(⏮) function can result in shredded paper becoming jammed in the entry slot, which will adversely affect the performance of the shredder.

## Forward and reverse

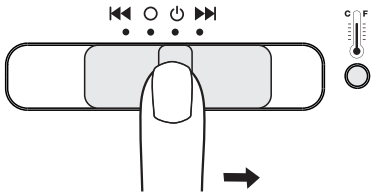
In case of jammed paper, please follow the procedure below:

1. Check if the bin is too full with paper - the bin should be emptied regularly to avoid paper becoming jammed in the cutters.
2. Slide the switch to "REV" (⏮)to reverse the jammed paper.
3. If the paper is so jammed that it will not come out in reverse function, slowly push the switch between "REV"(⏮) and "READY"(⏻) . Don't do this too quickly as this can damage the shredder.
4. WARNING – Do not under any circumstances use any metal objects (scissors, letter openers etc.) in an attempt to clear the entry – this model has mains voltage inside the casing, which could cause serious injury.

## Instruction of switch, button and indicator

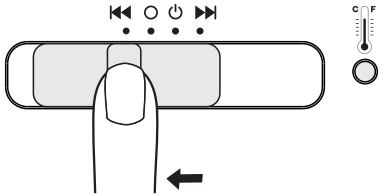
### Ready

Plug in the shredder. Slide the switch to READY(⏻), the shredder is in ready status and you can shred paper and other media.



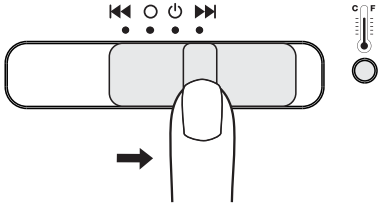
### Reverse

A jam may happen if you shred over the maximum sheet capacity. Slide the switch to REVERSE (⏮). The jammed paper will be reversed back. Once the jam is cleared, slide switch back to READY (⏻), the shredder is ready for normal operation.



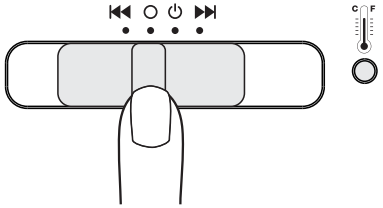
### Forward

Slide the switch to FORWARD(⏭). The shredder will start operating in manual feed mode. Occasionally when paper is so jammed that it will not come out using the reverse function described above, you can switch between reverse and forward. Take care not to switch too quickly between reverse and forward as this can damage the shredder.



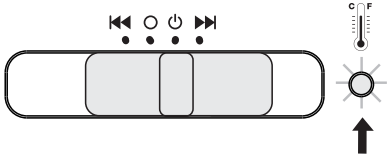
### Off

Slide the switch to OFF (○). When not in use, it is recommended that you keep the shredder turned off to save power. It is also a good practice to switch it to the off position before emptying the bin.



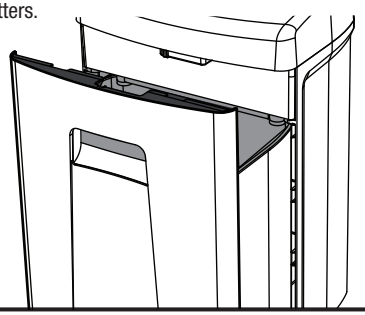
### Overheat

Shredder will overheat if used continuously for approximately 9-12 minutes. It will stop working and overheat indicator light will turn on. Allow shredder to cool down. You can resume shredding once overheat light turns off.



### Empty the wastebasket

Make sure to empty the pull-out waste basket regularly to avoid shreds from jamming in the cutters.





## Troubleshooting

If the paper shredder will not start, please check the following:

1. Is the machine plugged in correctly?
2. Is the switch set to the “READY”(⏻) position?
3. Is the machine jammed?
4. Is the bin full of shredded paper?
5. Has the motor overheated?
6. Is the shredder bin fully pushed in?

**NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment causes harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:**

- **Reorient or relocate the receiving antenna.**
- **Increase the separation between the equipment and receiver.**
- **Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.**
- **Consult the dealer or an experienced radio/TV technician for help.**